

BOARD OF SELECTMEN
REGULAR MEETING
January 5, 2016 3:00 p.m.
Town Hall
MINUTES

Members Present: First Selectman Betsy Petrie, Selectman Glen Coutu and Selectman John Bendoraitis
Also Present: Finance Director Veronica Calvert, Library Director Julie Culp, Cynthia Mello, Cathe McCall, Berkeley Nowosad, Town Planner Philip Chester, Building Official Jason Nowosad, Bonnie LeBlanc, Shelly Ashcom, Reporter Corey Sipe from The Chronicle, Alicia Wayland, Margaret McCaw, Michelle Kersey, Geraldine McCaw, Administrative Assistant Linda McDonald and others

1.0 Call to Order: B. Petrie called the meeting to order at 3:00 p.m.

2.0 Public Forum: No public forum.

J. Bendoraitis MOVED to address agenda items 4.2 and 5.1 before item 3.0. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

G. Coutu MOVED to address item 8.1 after discussion of item 5.1. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

3.0 Correspondence

3.1 Request from Assistant Town Clerk for manual ergonomic stand up desk.

3.2 Letter from Day Pitney re: \$2,240,000 Bond Anticipation Notes, dated Aug 3, 2015.

4.0 Financials

4.1 Monthly Expenditure Report

4.2 Discuss and act upon authorizing the First Selectman to sign the Corporate/Unincorporated Resolution regarding acceptance of a gift from Ellen Lathrop for the benefit of the Senior Center. Discuss and clarify process for accepting gifts to the town.

J. Bendoraitis reviewed the history of the gift from Ellen Lathrop. He explained an investment policy was adopted previously by the town to manage endowment funds. A gift to the town has to be collated to one pool which earns interest and the interest income allocated to specific accounts (18). B. Petrie said this gift is complex as the funds were left as a beneficiary account with the Town of Lebanon Tax Identification number to benefit the senior van program and the Friends of the senior center. There was no designation specified as to how the gift was to be distributed. A decision has to be made as to how to distribute the proceeds between the two. How the interest income is spent out of the friends account and the van account would not be determined by the Town.

J. Bendoraitis MOVED to authorize the First Selectman to sign the Corporate/Unincorporated Resolutions regarding acceptance of a gift from Ellen Lathrop for the benefit of the Senior Center. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

J. Bendoraitis MOVED to authorize the Town Treasurer to move the gift from Ellen Lathrop for the benefit of the Senior Center into the Town's regular investment account from the IRA account. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

J. Bendoraitis MOVED to direct the Finance Director to set up two investment accounts, one for the Friends of the Lebanon Senior Center and one for the Senior Van Program and proceeds be split 80% to Friends of the Lebanon Senior Center and 20% to the Senior Van Program. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

5.0 New Business

Discuss and act upon:

5.1 Paving walkway between Senior Center and senior housing (presented by COA).

B. LeBlanc explained seniors, that live in the senior housing behind the center, use the center and the path is hazardous and COA would like to have the path paved. B. Petrie said the town does not own the whole path, only 40 feet. Consensus of the COA is to have further discussion with the First Selectman.

5.2 Cost increase for fencing at Dog Pound: In order to meet state compliance, the original mesh fencing has to be changed at an added cost of \$300.00. G. Coutu MOVED to authorize the additional payment of \$300 to the original quote from The Fence Man & Sons, bringing the new quote to \$1,250.00, to fence outside pen at the Dog Pound. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

5.3 Appointment of Alternate to the Board of Finance. G. Coutu MOVED to appoint Michael Nintean as Alternate to the Board of Finance, term ending 11/21/2017. B. Petrie SECONDED. MOTION CARRIED 2:0:1 with J. Bendoraitis abstaining.

5.4 Formal request from Town Hall Union for Emergency Preparedness Plan for Town Hall Building and Jonathan Trumbull Library.

B. Petrie explained that she received and acknowledged an email from Union Steward Linda Slate formally requesting on behalf to the Town Hall Union that the BOS devise an Emergency Preparedness Plan for the Town Hall Building and the Jonathan Trumbull Library. B. Petrie said this plan should be extended to cover all town buildings. J. Bendoraitis agreed a plan is needed and suggested hiring a consultant that specializes in developing this type of plan. B. Petrie said the BOS could do preliminary work and will contact CIRMA and CCM for recommendations regarding consultants.

5.5 Revisions to Board of Finance Recording Secretary Job Description. V. Calvert and L. McDonald recommended a minor change to the job description to the Board of Finance Recording Secretary job description. The members concurred.

J. Bendoraitis MOVED to approve the Board of Finance Recording Secretary Job Description as amended. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

5.6 Awarding contract for vehicle exhaust system work at the Fire Department.

G. Coutu distributed an updated quote from Air Cleaning Specialists and explained the specifics of the proposal. Funds for this work are in the capital budget. He said additional electrical work will be necessary at a projected cost of 1,500 to \$2,000. G. Coutu will get two estimates for this electrical work to bring to the board.

J. Bendoraitis to approve the proposal of Air Cleaning Specialists of New England LLC for \$61,500.00 for vehicle exhaust system work at the Fire Department and waive bidding requirements due to the specialized nature of the work and lack of qualified bidders. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

- 5.7** J. Bendoraitis MOVED to add agenda item 5.7: Proposal from The DeSciscio Construction Co., LLC for chimney monitoring work at the Jonathan Trumbull Jr House. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

Alicia Wayland explained this is a holdover from the first phase of the renovation project for which there is money remaining in the budget. The committee cannot sign contracts for the town so it has to be brought to the BOS for authorization. The committee is waiting for receipt of an overpayment from General Builders LLC from which this work will be paid.

J. Bendoraitis MOVED to authorize the First Selectman to sign the acceptance of the proposal of The DeSciscio Construction Co., LLC for chimney monitoring work at the Jonathan Trumbull Jr House contingent upon receipt of the \$14,280.00 for overpayment from General Builders LLC. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

- 5.8** J. Bendoraitis MOVED to add agenda item 5.8: Discussion of budget request from Building Department. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

Town Planner P. Chester reported the Building Official is paying more attention to detail, issuing enforcement orders, computer work, orders of violation, and addressing safety issues.

Building Official J. Nowosad added that inspections and permit reviews are timely but the current budget is close to the line. He is being proactive, Informing people to pull permits, working on changing the fee schedules, and updating permit forms.

P. Chester said the Building Department is very busy and requesting an increase to 15 hours for the Building Official per week as well as additional Floater hours in the budget for the department for coverage during the secretary's vacation and other absences. These increases fall under the Board of Selectmen's budget. Discussion followed. J. Bendoraitis suggested budgeting 19 hours per week to allow the Building Official to be proactive and the members concurred.

6.0 Departmental Update

6.1 Update from Social Services Department:

Shelly Ashcom reported on the Thanksgiving and Christmas holiday programs, back-to-school program, state energy program, operational fuel, operation warm-up, and warm hearts funds. She explained the current social service intake is at 70 clients but can climb to a maximum of 125 clients with the current energy program. She briefly spoke about other social service

programs in town she partners with: Neighbors helping Neighbors, food pantry, and children's clothing swap. S. Aschom recommended that the Eviction line item in the Social Services budget be moved to the Board of Selectmen's budget and increased.

7.0 Minutes

Discuss and act upon:

7.1 Approving the minutes from the December 1, 2015 regular meeting.

The minutes of the 12/1/2015 meeting were amended as follows: Item 5.1:

"**B. R.** Cady asked for guidance from the BOS. Board discussion followed. G. Coutu suggested the committee have discussion with the Board of Finance. **B.R.** Cady said the BOS and the committee have to feel comfortable with the project and work together to sell the project to the community. B. Petrie asked the committee to come up with a Plan ~~B on B~~ on the FSC site that does not use the existing building. Discussion followed on security concerns with the pubic on site."

Item 8.1:

"J. Bendoraitis stated he doesn't disagree with the idea of where B. Petrie would like to get to but ~~he~~ for the town to migrate to that position would probably take some time before the town is anywhere close to that."

J. Bendoraitis MOVED to approve the December 1, 2015 regular meeting minutes as amended.
G. Coutu SECONDED. MOTION CARRIED 3:0:0.

7.2 Approving the minutes from the December 9, 2015 Special Meeting.

J. Bendoraitis MOVED to approve the December 9, 2015 special meeting minutes as presented.
G. Coutu SECONDED. MOTION CARRIED 3:0:0.

7.3 Approving the minutes from the December 21, 2015 Special Meeting.

J. Bendoraitis MOVED to approve the December 21 2015 special meeting minutes as presented.
G. Coutu SECONDED. MOTION CARRIED 3:0:0.

8.0 Old Business

Discuss and act upon:

8.1 Reconsidering the temporary location of the Library during construction:

B. Petrie reported that she visited the Columbia Library to observe their relocation plan in place during on-going construction. She is not in favor of moving the temporary location to the Fire Safety Complex. She said the Community Center is an option. The Building Official has evaluated the suitability of the Community Center as the temporary Library location and submitted his observations and recommendations to the BOS in correspondence dated December 4, 2015.

G. Coutu said he also is not in favor of moving the temporary location to the Fire Safety Complex.

J. Bendoraitis said there are other venues that have not been explored and the line of logic is faulty.

C. Mello, representing the Library Relocation Subcommittee, explained that the committee has worked over the past two years considering four possible solutions and determined that the Fire Safety Complex would be best option for the relocation of the library during renovation and construction. The subcommittee presented their recommendation at a BOS meeting on July 14, 2015 and reviewed the work done by the committee to seek out other facilities that might have available space, recognizing the impact not having the FSC available would have on other organizations.

C. Mello distributed a table representing a comparison scale rating how critically the Community Center and FSC meet the needs of the library during relocation and the FSC was scored higher.

B. Petrie said she feels compelled to consider the needs of other organizations and the relocation of the voting site to the senior center. She said she is trying to reach a solution to accommodate the needs of the entire community.

Library Director J. Culp has concerns with the stairs at the CC and the handicapped accessibility. B. Petrie said the Building Official addressed these concerns and have to be fixed anyway. She spoke with school superintendent and was told the schools could provide space to accommodate storage of library materials.

M. Kersey said the Library Building Committee has put so much effort into reaching the decision of the suitability of the FSC. She commented that the Boy Scouts use the FSC twice a year and have made arrangements at another location.

Several audience members spoke to various issues that make the Community Center an unsuitable location including lack of parking during the summer swim lessons, safety issues crossing the street from the parking lot by the Green, handicapped accessibility, the need for fast speed internet capability, lighting concerns (interior and exterior), the stairs leading to the lower level being unsafe for children, and cooling the facility during hot months.

B. Petrie acknowledged that work will have to be done at the Community Center before the library could move into the space.

G. Coutu MOVED to RESCIND the motion made at the July 14, 2015 BOS meeting endorsing the recommendation of the Library Relocation Sub-Committee of the Jonathan Trumbull Library Expansion Committee to temporarily relocate the library to the Fire Safety Complex (town side) for 12-18 months during construction beginning spring 2016. B. Petrie SECONDED. MOTION CARRIED 2:1:0 with J. BENDORAITIS opposed.

G. Coutu MOVED to designate the Community Center as the temporary location for the Jonathan Trumbull Library during construction. B. Petrie SECONDED. MOTION CARRIED 2:1:0 with J. Bendoraitis opposed.

B. Petrie will arrange a meeting with the Library Relocation Subcommittee members in order to move ahead with plans.

8.2 Construction Service Proposal for three DPW projects: The members reviewed and discussed an on-call consultant engineering services proposal from Yantic River Consultants LLC (YRC). YRC Founder Brandon Handfield will be invited to a future BOS meeting to clarify the total dollar commitment for the Town and get a better understanding of pre-funds already allocated.

8.3 Constable Cost Estimate: As a follow-up to previous discussion, the members reviewed FT 2016 financial figures regarding the constable work force. The suggestion of B. Petrie is to add part-time constables until the budget year is completed.

8.4 Hiring of WPCA Field Agent: B. Petrie reported she will be meeting with the WPCA Chair on this matter.

9.0 Resignations: None

10.0 Appointments
Discuss and act upon:

10.1 Re-appointments to the Cemetery Commission

J. Bendoraitis MOVED to re-appoint Marc Lang, Paul Maffiolini, and Keith Wentworth to the Cemetery Commission to three year terms ending 2/1/2019. B. Petrie SECONDED. MOTION CARRIED 3:0:0.

10.2 Re-appointment to the Commission on Aging:

J. Bendoraitis MOVED to re-appoint Darlene Hathaway to the Commission on Aging, term ending 2/1/2019. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

10.3 Re-appointments to the Recreation Commission:

J. Bendoraitis MOVED to re-appoint Enes Martineau to the Recreation Commission, term ending 2/1/2018. G. Coutu SECONDED. MOTION CARRIED 3:0:0

B. Petrie MOVED to re-appoint Susan Smith and Kristina Johnson to the Recreation Commission, terms ending 2/1/2019. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

11.0 Police Report: No report.

12.0 Tax Refunds: J. Bendoraitis MOVED to approve the following tax refunds as recommended by the Tax Collector. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

Tax Refunds for January 2016	Amount
Raymond Michaud	\$12.49
Eric Hooper	\$42.53
Ethel Montgomery	\$306.75
Shannon Briggs	\$59.11
Michael Cavallo	\$22.44

Laurence Scanlon	\$10.96
Brian Edwards	\$37.05
Brian Edwards	\$81.51

13.0 Adjournment: G. Coutu MOVED to adjourn the meeting at 5:30 p.m. J. Bendoraitis SECONDED.
MOTION CARRIED 3:0:0.

Respectfully Submitted,
Linda H. McDonald

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.